Training Plan:
Individualized Training
Committee Recommendations
8-30-2012

Committee Members:

Gordon H
Brigid G
Amelis L
Keri B
Debra J
Randy C
Shawn N
Larry N

Recommendations:

Do not recommend Team Training Budgets for each team.

Recommend developing a site on QE2 housing the following: a listing of training categories to include Individualized Training---funds budgeted and spent per category. On Line Forms to include Training Request and Training Evaluation---Staff Attendance Training Summary and Staff Training Session Rating. Note Committee Minutes 8-16-2012 paragraph 2

Recommend a VR Director/Program Director/Office Director once a year meeting discussing and developing Training goals for the year.   The goals as they relate to training initiatives are then shared with managers and staff for the year. Note Committee Minutes 8-16-2012 paragraph 3

Recommend as a long term consideration. Develop a position at the PD level to coordinate all training activities as noted under the Training Plan. The specifics of this recommendation are noted in the committee minutes dated 8-16-2012 paragraph 6.

Recommend developing a training catalog for each position and locate it on VRIS. The content of the catalog is noted in the committee minutes 8-23-2012 paragraph 1

Recommend formalizing Job Shadow and Mentor Trainers by providing expectations and criteria regarding their roles as trainers in each office.

Recommend utilizing a priority method to assist Office Directors in approving cost and no cost Individualized Training at the local office. The priority areas are listed in the committee minutes dated 8-23-2012 paragraph 3

Recommend reorganizing the training schedule for new Associates to include the following classes QE2, Communication/Costumer Service, and VR Process to be presented within the first two weeks of hire via video conferencing with a mentor in attendance. Note Committee minutes date 8-23-2012 paragraph 4

Recommend using more Computer Based Training sessions in training Associates. The training areas could include QE2, authorizing for cost services, office organization and prioritizing work. Other VR Staff could utilize this training. Note Committee Minutes 8-23-2012 paragraph 4

Recommend Cheryl as the PD assigned to Associates facilitate quarterly training and share times for Associates state wide via video conferencing. Note Committee Minutes 8-23-2012 paragraph 4